

Helpful Hints and Other Information

Position Description Management System
www.avuedigitalservices.com/nasa/ads.html

GENERAL

The PD Process Flow:

- The supervisor creates PD in ADS, notifies HR that the draft is on file. HR retrieves the PD from the supervisor's ADS file.
- HR reviews the draft, modifies as necessary, creates cover sheet and saves it back to the manager's Position Description Files. If the PD is finalized at this point, the manager then prints out the cover sheet, the position description and the evaluation.
- The supervisor signs the cover sheet then sends the entire position description package to HR along with the SF-52, Request for Personnel Action.
- Copies of the PD are distributed as follows:
 - 1 copy to employee
 - 1 copy to the supervisor
 - 1 copy is placed in the individual's OPF
 - The original signed PD is kept on file in HR (this step may be reviewed at a later date)
 - An electronic copy of the entire ADS document package is kept on file in the Agency Position File (APF) on the ADS website

Step-by-Step Instructions Online in the AVUE System:

When you have logged into the ADS PDM System and reached the main menu, the last bullet on the main menu provides ***step-by-step instructions*** for creating all position types of positions.

Navigation:

1. You must complete the classification process through to the "SAVE" step in order for your position to be saved to your personal position files folder.
2. Saved files are not saved to your hard drive. They are saved to a central ADS server.
3. A "TIMING OUT" window box will pop up when you have been in the system for 50 minutes. You must hit enter to remain logged into the system.
4. Don't use your browser's back button. Instead use the main menu radio button, or other program associated radio buttons to return to a previous page.
5. Holding the CTRL key while clicking/selecting with the mouse will allow you to select more than one data element in a given field.

HELPFUL HINTS THAT APPLY TO THE INDIVIDUAL STAGES OF PD DEVELOPMENT

1. Select search criteria

- Use of ALL search criteria fields will narrow your search.
- If you get a message stating, "*We are unable to find any duties that match your search criteria*", please check your search criteria to determine whether or not one or more of the criteria may be in conflicting with another.
- To build a Career Ladder PD, the selection of more than one grade is required.

- When creating a Supervisory PD, keep in mind that the reporting level is the highest non-supervisory level of work directed.

2. Search for duties

- Each duty is annotated with a white check box and will end with an occupational series code (OSC), grade (but not on career ladder PDs), NASA classification code (NCC) pop-up, and comment button.
- A complete listing of occupational series can be viewed on the OPM website at <http://www.opm.gov/fedclass/gshbkocc.pdf>
- A set of red dots (●●●●) in front of the major duty indicates that the duty has been tailored for NASA specifically. The major duties will be in the following order: NASA specific, government-wide, and then other client specific content.
- Choosing the “search for additional duties” tab takes you back to the initial search screen, but saves the original duties selected.
- Specialized Career Ladder searches surface only major duty areas, not specific duties. Duties for each grade selected appear once the file has been saved.

3. Add duties to the position

- This step brings all of the selected duties together on a new screen when clicking on “Add duties to position”.
- After reviewing the selected duties you may decide to delete duties or go back and add more. If duties are removed or added, the remaining selected duties are maintained.

4. Classify position

- The system begins to TENTATIVELY classify the position.
- When assigning a percentage of work for each major duty area the total must add up to, but not exceed, 100%.
- The percentage of work will impact the grade-controlling duties by assigning the predominant duties with the higher percentage of work.

5. Accept classification

- Review NCCs to determine the “best” definition selection at the following URL: <http://www.nasajobs.nasa.gov/nscs/>.
- PATCO stands for Professional, Administrative, Technical, Clerical, and Other.
- This TENTATIVE classification is not final. The “edit” and “modify” steps will allow for changes to the PD.
- The FINAL PD package will be reviewed by Human Resources for final approval/classification.

6. Name and save file

- There are no specific naming conventions for the file names you assign to your personal files. Just be sure the file name you select is one that will clearly identify the PD when you or your HR Specialist attempts to retrieve it.
- Select the green help button to view those characters which are not acceptable in the position file names.
- The file can be renamed at a later point.

7. Preview document package

- “Position-specific” documentation generated by the system includes: Position Description, Position Information, PD Cover Sheet, Evaluation Statement, and Performance Plan. Note: the Performance Plan is not a NASA-approved system, and therefore is to be used only as a resource for planning purposes since NASA has adopted the Pass/Fail Performance System.
- Universal documentation (applicable to all positions) generated by the system includes excellent resource material in the form of Core Competencies and the Training and Development Guide.

8. Position Information Screen – Completing the data fields

Once you have saved your document and chosen "View Document Package" (which appears just after the congratulatory screen) the "Position Information" screen is generated. It contains information that populates both the PD cover page (NF692) and the position description. For a list of all fields contained in the Position Information Screen and guidance on how to complete them, please refer to http://www.dfrc.nasa.gov/Organizations/IFMP/Modules/PositionDesc/PDF/pdm_hints.pdf.

9. Edit statements in PD

- Edits are changes to selected major duty areas. Text may be modified or deleted, with the exception of grade-controlling text; or text can be added by typing or using cut and paste methods. Factor levels may also be edited, however, it is crucial that you work with your HR specialist if you plan to do so.
- If you find you are doing a significant amount of editing, we advise that a comment or the suggestion of a new duty should be submitted online. Discuss this with your HR Specialist first, and if deemed necessary, the System Administrator will change your role to "tester" in order to allow for the submission of a comment.
- Factor Level 1 may be edited to include education level, the standard AST educational requirements statement, and any other knowledges and skills that are appropriate. (A future enhancement may incorporate this data for us.)
- Multi-discipline positions will be classified based on the higher percentage of work. Factor levels for such positions must be modified to include the secondary discipline.
- The option to "cut and paste" from a word text application may be used to insert additional duties.

10. Save PD

- This step is necessary to save the edits. It overwrites the existing version with the changes you have made.

11. Modify PD if necessary to remove or add additional duties (repeat of process from step 1)

- At this stage you may add or delete a major duty.
- Bear in mind that modifying the PD may reclassify the position.

12. Print PD

- Print the PD. Since this document is created in a browser, a header and/or footer showing the URL is printed on each sheet of the document. To eliminate the printing of the header/footer (in Netscape) click on File, then Page Setup. There you will be able to select options for printing in the header/footer. Uncheck the appropriate boxes.